

WAIVERED SERVICES SECTION

- R.N. Medicaid Program Analyst III. Establishes policy and monitors compliance of the Model Waiver program. Also, supervises the Utilization Review staff who have responsibility for performing on-site reviews for all programs in the Waivered Services Unit.
- R.N. (UR) 4 Medicaid Program Analysts II. Utilizing professional judgement and appropriate criteria, conducts on-site utilization reviews for Model Waiver, Community Care Services programs and the Independent Care Waiver program to determine compliance with state and federal regulations, medical necessity and quality of client services.
- R.N. Medicaid Program Analyst III. Establishes policy and monitors compliance for the Outpatient Community Mental Health Centers, Therapeutic Residential Treatment, Dedicated Case Management, and Mental retardation Waiver Programs. Serves on appropriate interdepartmental and interdivisional committees as the department's representative for the administration of these programs. Also supervises an Administrative Clerk responsible for research and provider inquiry support.
- R.N. Medicaid Program Analyst III. Establishes policy and monitors compliance for the Community Care Services Program. Serves on appropriate interdepartmental and interdivisional committees as the Department's representative for the administration of the CCSP. Supervises an Administrative Clerk responsible for research and provider inquiry support.
- Program Manager. Establishes policy, monitors compliance and provides technical assistance liaison for Independent Care Waiver Services.
- 2 Administrative Clerks. Accesses information from computer terminals and microfiche/film and conducts other research to provide information as needed by Program Analysts or other Departmental staff. Responds verbally and/or in writing to a large volume of provider inquiries regarding problems with program policies, billing procedures, claims and reimbursement.

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SUPERSEDES 91-3

INSTITUTIONAL POLICY SECTION

NURSING FACILITY POLICY SECTION

R.N.

Medicaid Program Analyst III. Establishes policy, monitors compliance, provides liaison for nursing facility services. Responsible for nursing facility quality assurance standards. Supervises senior secretary providing research and administrative support.

Senior Secretary. Conducts research to provide information as needed by Program Analysts, prepares memoranda, types correspondence, reports, forms, narratives and performs other related office tasks. Organizes and coordinates the clerical operation of the unit.

SWING-BED, HOSPICE POLICY SECTION

R.N.

Medicaid Program Analyst II. Establishes policy for the Hospice and Swing-bed Programs. Also assists with policy development and technical assistance to providers for the Nursing Home Program.

Senior Secretary. Types correspondence, reports, forms, narrative, performs filing copying and other related office tasks.

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SUPERSEDES 91-32

DIVISION OF PROFESSIONAL SERVICES

PHARMACY UNIT

R.Ph.	Medicaid Policy Coordinator. Supervises Pharmacy Unit by overseeing operation of unit, drug utilization review program, drug rebate program and pharmacy investigative functions.
R.Ph.	Pharmacist. Reviews complex pharmacy billing, reviews medical records, documentation and assesses medical necessity and quality of care of services provided in all Medicaid program areas related to pharmacy. Oversees drug utilization review Program and Board.
R.Ph.	Pharmacist. Reviews complex pharmacy billing, reviews medical records, documentation and assesses medical necessity and quality of care of services provided in all Medicaid program areas related to pharmacy. Maintains drug reference file and monitors prior approval contract. Develops criteria for DUR.
Support:	3 Administrative Clerks Senior Secretary Clerk Transcriber I

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INDIVIDUAL PRACTITIONER'S SECTION

R.N. Medicaid Program Analyst III.  
Establishes policy and medical coverage determinations for physician, podiatry, nurse practitioner, nurse midwife, therapy and vision care programs. Determines computer modifications necessary to implement changes in policies and assure compliance with federal regulations. Supervises MPA II's in physician services unit and provider relations specialist, administrative clerk and senior secretary.

R.N. Medicaid Program Analyst II.  
Monitors compliance for physician and podiatry programs. Monitors precertification program for individual practitioners. Reviews and determines Maximum Allowable Payment Schedules and Allowances. Monitors injectable drug list prepared by EDS. Performs provider relations, medical liaison and review functions for physician services.

R.N. Medicaid Program Analyst II.  
Monitors compliance for vision, nurse practitioner, nurse midwife and therapy services programs. Reviews and determines Maximum Allowable Payment Schedules and Allowances along with other MPA II. Performs prior approval for office visits, nursing home visits, and vision care services.

Dentists 3 Consultants. Issues prior approval for dental services.

Orthodontist Consultant

Podiatry Consultant

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SUPERSEDES 91 32

INDIVIDUALS PRACTITIONERS SECTION

Support:

- 1 Administrative Clerk
- 1 Senior Secretary
- 1 Provider Relations  
Specialist

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SUPERSEDES 91-32

## DIVISION OF REIMBURSEMENT SERVICES

The Division of Reimbursement Services is charged with leading the efforts of the Department of Medical Assistance in achieving its goal of establishing reasonable rates of payment for appropriate services needed by Georgians eligible for the Medicaid program. Major operational responsibilities involve the direction and oversight of Division staff involved in the following major activities:

- Development and Application of Payment Methodologies
- Development and Application of Policies
- Audit and Examination
- Monitoring and Evaluation
- Human Resource Management
- Communications

### DIRECTOR'S OFFICE:

This office is responsible for managing all staff functions and performing certain administrative duties for all responsible areas.

Staff:      Division Director (50/50)  
              Deputy Division Director (50/50)  
              Administrative Secretary (50/50)

### HOSPITAL RATE SETTING:

This section determines reimbursement rates for hospital, swing-bed and hospice services; calculates outlier payments; determines which hospitals meet federal and state disproportionate share hospital (DSH) criteria; and manages the disbursement of DSH payments. In addition, it researches and responds to provider appeals, billing and claims payment problems as necessary and appropriate.

Staff:      Medicaid Policy Coordinator (50/50)  
              Audit Supervisor (50/50)  
              4 Senior Auditors (50/50)  
              Operations Analyst (50/50)  
              Accounting Technician II (50/50)  
              Senior Secretary (50/50)

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SUPERSEDES 91-32

## DIVISION OF REIMBURSEMENT SERVICES

### NURSING FACILITY REIMBURSEMENT:

This section has the responsibility for determining rates for Medicaid payments to participating nursing facilities. This includes formulation of reimbursement policy, design and distribution of cost reporting forms and performing audits of information submitted by providers.

Staff:        Audit Manager I (50/50)  
              Medicaid Program Analyst III (50/50)  
              Accounting Technician (50/50)  
              5 Principal Accountants (50/50)  
              Operations Analyst (50/50)  
              Operations Analyst Technician (50/50)

### INFORMATION SYSTEMS AND NON-INSTITUTIONAL REIMBURSEMENT:

This section maintains rate-setting policy and review of provider reporting for non-institutional services categories (i.e., Home Health, Family Connection, Adults with AIDS and Mental Health). In addition, this section develops standards for performance of PC-based tasks for the Division, coordinates the Division's work with DMA's System Management and EDS for nursing facility services, and the division's involvement in selected information system projects which includes an evaluation of case mix factors for nursing facility payment rates.

Staff:        Medicaid Policy Coordinator    (50/50)  
              Audit Manager I (50/50)  
              Principal Accountant (50/50)  
              2 Operations Analyst Technicians (50/50)

### HOSPITAL POLICY AND RELATED CARE:

This section establishes policy for hospitals, independent laboratories, rural health clinics, dialysis centers, ambulatory surgical centers, birthing centers, out-of-state services and transplant services, monitors compliance and oversees quality assurance.

Staff:        2 Medicaid Program Analysts III (75/25)  
              1 Medicaid Program Analyst II (75/25)  
              2 Administrative Clerks (75/25)  
              Senior Secretary (75/25)

### ANALYSIS AND DEVELOPMENT:

This section has responsibility for developing rate setting methodologies for new programs and for examining and modifying procedures for existing programs, as requested. It designs cost

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## DIVISION OF REIMBURSEMENT SERVICES

reporting systems, analyzes trends and factors affecting program costs, evaluates payment rates for certain services, provides assistance in calculating and determining the impact of proposed rate adjustments and assures compliance with federal and state rules and regulations regarding provider reimbursement policies. In addition, it performs financial evaluations of "waiver" programs.

Staff: Director (50/50)  
Junior Auditor (50/50)

### HOSPITAL RATE SETTING:

Medicaid Policy Coordinator	Directs and develops the Rate Setting Section in planning, developing, implementation and administration of rate policy and payments.
Audit Supervisor	Manages the rate setting, payments and settlement processes.
Senior Auditor	Reviews, analyzes and monitors hospital data and calculates hospital rates and settlement amounts.
Operations Analyst	Serves as liaison with System Management Division and monitors the HRS.
Accounting Technician II	Records and summarizes financial and statistical transactions in a systematic and prescribed manner.
Accounting Technician I	Records statistical data in a systematic and prescribed manner.
Support:	Senior Secretary

### NURSING FACILITY REIMBURSEMENT

Audit Manager I	Under general direction of the Deputy Division Director, performs work of considerable difficulty. Develops, directs, evaluates and implements policy and reimbursement formula rates for all nursing homes participating in the Medicaid program. Assigns, manages and reviews the work of a specialized staff in the analysis, monitoring, and review of cost reports and Medicaid reimbursement patterns.
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DIVISION OF REIMBURSEMENT SERVICES

Principal Accountant (5)	Assists in the development, evaluation, and implementation of audit programs and results, reimbursement, and rates for all nursing homes participating in the Medicaid program. Duties include auditing, cost report review and analysis, rate payment analysis, and researching regulations and appeals. Works with other agencies, state auditors, investigations, accountants, attorneys, etc.
Medicaid Program Analyst III	Performs duties regarding manuals, reimbursement, cost reporting, official correspondence, and writing State Plan Amendments. Interprets complex state and federal regulations as they relate to reimbursement. Maintains general knowledge of other states' reimbursement policies, and works with HCFA officials.
Operations Analyst	Under general supervision of Deputy Division Director, reviews financial information received from nursing facility providers and the unit's accounting staff to determine costs to be used in establishing rates and fees to be paid to nursing facilities. Conducts research activities and analyzes related accounting and financial reports from Medicaid providers in order to develop reimbursement procedures in accordance with federal and state guidelines and laws. Prepares complex correspondence, analyzes cost report data and other financial information on PC.
Operations Analyst Technician	Analyzes and reviews financial information. Conducts research activities and projects necessary for updating data; analyzes accounting and financial reports particularly for the Nursing Facility Desk Audit System.
Accountant Tech II	Performs duties that involve basic accounting procedures on nursing facility cost reports received in the unit. Provides clerical support to the staff in performing special financial projects or tasks.

NOTE: This section is supervised by both the Audit Supervisor and the Deputy Division Director with support from an Administrative Secretary.

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## DIVISION OF REIMBURSEMENT SERVICES

### INFORMATION SYSTEMS AND NON-INSTITUTIONAL REIMBURSEMENT

Medicaid Policy Coordinator	Administers programs and reimbursement policy issues through coordinated task effort with staff.
Audit Manager I	Responsible for day-to-day reimbursement operations of the Home Health program and other related activities.
Principal Accountant	Responsible for day-to-day reimbursement operations of Family Connection, Mental Health and other related program activities.
Operations Analyst Technician (2)	Responsible for Nursing Home Desk Audit (NHDA) input function and data retrieval; rate setting operations and mass adjustments; other PC-based operations; and clerical and administrative functions for the unit.

### HOSPITAL AND RELATED CARE

R.N.	Medicaid Program Analyst III Manages policy, compliance and utilization activities for Hospital, Lab, CHC, FQHC, Dialysis, ASC, out-of-state and transplant programs.
R.N.	Medicaid Program Analyst II Establishes policy for hospital, out-of-state and transplant services. Monitors contracted precertification, out-of-state and transplant activities. Liaison for areas of responsibility.
R.N.	Medicaid Program Analyst III Responsible for hospital utilization review, Hospital Advisory Committee, hospital provider enrollment and State Plan revisions.
R.M.T.	Medicaid Program Analyst III Establishes policy, monitors compliance and provides liaison for Lab, CHC, FQHC, Dialysis, and ASC programs.
Support	Senior Secretary Administrative Clerk

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